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## CENTRAL INTELLIGENCE GROUP

NEW WAR DEPARTMENT BUILDING

21st and VIRGINIA AVENUE, N. W.  
WASHINGTON, D. C.

OFFICE OF THE DIRECTOR

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SUBJECT: Clearance of Personnel

TO: Security Liaison Officer to CIG  
State Department  
G-2 Division, War Department  
A-2, Army Air Forces, War Department  
Navy Department

1. Due to the nature of work performed by the CIG, it is essential that all its personnel be security cleared for handling SECRET and TOP SECRET documents. Therefore, it is requested that all personnel who are, in the future, assigned to this group be cleared before or immediately upon being assigned. The Central Intelligence Group does not have personnel to perform this function and therefore it is necessary that this be accomplished by the department from which the person is assigned.

2. The minimum requirements for personnel detailed to this group will be that they be four-way checked with satisfactory results. By the term "four-way checked" is meant a check with MID, ONI, FBI, and local police of individual's home town. It is also desirable that employee be a second generation American but this requirement may be waived provided that the character and loyalty of the person has been proven in previous government work.

3. In connection with above paragraphs, it is requested that a certificate to the effect that the person being assigned to the CIG has been four-way checked and is security cleared for handling SECRET and TOP SECRET documents accompany the individual when assigned or as soon thereafter as possible. This certificate should be signed by the Security Officer, or his representative, of the department detailing the person to the CIG.

4. a. In the case of persons detailed to the CIG to perform duties that require handling documents of the highest classified nature, a more rigid security clearance will be required to include complete indoctrination and the execution of an oath as now employed by MIS and ONI. When it is determined that personnel assigned to this group should be so cleared, requests for such clearance will be made to the department concerned in the case of Navy or War Department personnel. The Security Staff, MIS, will be requested to perform such indoctrination of State Department personnel in addition to War Department personnel.

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b. When an employee of the CIG resigns or is reassigned, the Department of the employee's origin, i.e., War, Navy, State, which performed the special clearance as described in paragraph 4a above will be notified by the Security Officer, CIG. The Security Officer, CIG, will arrange for the individual concerned to report to the proper person at the designated time and place for an exit security lecture.

SIDNEY W. SOUERS  
Director

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